

## Placing Holds

1. Click the Holds Wizard. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

The screenshot shows the SirsiDynix user profile window. The left sidebar has buttons for Check Out, Check In, User Status, Item Status, Holds (selected), and Maintain Users. The main area displays user information for SMITH, MICHAEL with User ID 000210760. It shows a status of OK, 0 checkouts, 0 holds, and 0 amount owed. There are buttons for 'Place Hold by Title' and 'Place Hold by Copy'. Below these is a table with columns: Item ID, Title, Author, Hold Level, Pickup, Status, and Position. At the bottom are 'Clear' and 'Return to Search' buttons.

Item ID	Title	Author	Hold Level	Pickup	Status	Position
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2. To place a hold, click Place Hold by Copy . **USD 500 schools will ALWAYS place copy holds only, not title holds.** The window displays for you to search for an item. The search window defaults to search the home library only. Change the Library field to ALL\_LIBS to search all USD 500 libraries.

The screenshot shows the 'Identify Item' search window. It has a 'Search For' field with 'TWILIGHT' and a 'Find' button. There are 'Identify By' and 'Library' dropdown menus, with 'Title' and 'ALL\_LIBS' selected. Below is a table with columns 'Title' and 'Author'. At the bottom are 'Select' and 'Cancel' buttons. A bottom section has tabs for 'Copies', 'Title', and 'MARC', with a table below showing columns 'Call Number', 'Item ID', 'Library', and 'Current Location'.

Call Number	Item ID	Library	Current Location
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3. Use the Title and Author column headings to sort results. Use the the vertical scroll bar and forward or back arrows to find the record you want to display. Select an available copy from the list of copies.

The screenshot shows the SirsiDynix interface with the 'Identify Item' window. The search criteria are 'TWILIGHT' and 'ALL\_LIBS'. The results are displayed in a table with columns for Title and Author. A vertical scroll bar and forward/back arrows are highlighted on the right side of the table. Below the table, there is a 'Select' button and a 'Cancel' button. At the bottom, there is a table of copies with columns for Call Number, Item ID, Library, and Current Location.

Title	Author
The twilight of atheism : the rise and fall of disbe	McGrath, Alister E., 1953-
Into the twilight, endlessly grousing	McManus, Patrick F.
Twilight of the young : the radical movements of	Mehnert, Klaus, 1906-
Twilight	Meyer, Stephenie, 1973-
Twilight [electronic resource]	Meyer, Stephenie, 1973-
Twilight	Meyer, Stephenie, 1973-
Crepúsculo : un amor peligroso = Twilight	Meyer, Stephenie, 1973-

Call Number	Item ID	Library	Current Location
FICTION MEYER	25000007033864	SCHLAGLE	ONSHELF
FICTION MEYER	25000007033666	SCHLAGLE	LOST-ASSUM
FICTION MEYER	25000007761225	SUMNER	ONSHELF
FICTION MEYER	25000007761217	SUMNER	LOST-CLAIM
FICTION MEYER	25000006638788	SUMNER	HOLDS
FICTION MEYER	25000006638796	SUMNER	LOST-ASSUM

4. Click on Select and the Place Hold window displays.

Complete the fields in the Place Hold window. The Hold Expires field is not used for USD 500 libraries. The Pickup Library field defaults to the home library.

The screenshot shows the SirsiDynix interface with the 'Place Hold' window. The user name is 'SMITH, MICHAEL' and the user catalog is '10'. The hold is for the title 'Twilight' by 'Meyer, Stephenie'. The hold level is 'COPY' and the item ID is '25000003328490'. The owning library is 'HARMON' and the queue length is '0'. The 'Place this hold first in the queue' checkbox is checked. The 'Hold Expires' field is set to 'Does not expire'. The 'Pickup Library' is 'HARMON'. The 'OK' and 'Cancel' buttons are at the bottom.

Pickup	Status	Position
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- Click **OK** to return to the Holds screen. The hold is added to the list of holds for the user.

The screenshot shows the SirsiDynix Circulation Reports interface. On the left is a navigation menu with options: Check Out, Check In, User Status, Item Status, **Holds**, and Maintain Users. The main area displays user information for SMITH, MICHAEL (User ID 000210760, Profile HIGH SCHOOL, Status OK). It also shows statistics: Checkouts 0, Holds 0, and Amount Owed 0. Below this are buttons for 'Place Hold by Title' and 'Place Hold by Copy'. A table lists the holds, with one entry for Item ID 25000007761225, Title Twilight, Author Meyer, Stephenie, Hold Level COPY, and Pickup HARMON. At the bottom are 'Clear' and 'Return to Search' buttons. The SirsiDynix logo is in the bottom left corner.

Item ID	Title	Author	Hold Level	Pickup
25000007761225	Twilight	Meyer, Stephenie	COPY	HARMON

Repeat steps 2 through 5 for all of the holds you want to place for the user.

Click Clear to start placing a hold for a different user.